

ANNEXURE “C”
SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN
FUNCTIONAL AREAS
2007/2008

FINANCE SERVICES

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
1. Debt Collection	1. Debt outstanding: 1 July 2007 – R34 096 150	Monthly	R38,843,473	R38,843,473	R38,843,473
(National KPI)	2. Debt outstanding less current	Monthly	R54,675,358	R54,301,858	R45,121,118
1 July 2004	3. Debt outstanding as per month	Monthly	R15,831,885	R15,458,385	R6,277,645
R46 353 632	4. Over / Under (-) Target (Target for 30 June 2007 – R36,901,299)	Monthly	(R17,774,059) -48,17%	(R17,400,559) -47,15%	(R8,219,819) -22,28%
1 July 2005	5. Timeframes for handover – Monthly handovers	Monthly	No handovers were done for the month	May 2008 R Ward 1 158 279,00 2 64 606,00 3 105 401,00 4 141 657,00 5 82 799,00 6 114 731,00 7 53 516,00 8 129 649,00 9 14 599,00 10 26 492,00 R891 729,00	No handovers were done for the month
R36 661 444	6. Investigate and report on the implementation of an age analysis system on Venus – MC resolution	31/08/07	-	-	Investigated, discussed with MMC and implemented
1 July 2006	7. Implementation of an age analysis system on Venus in terms of hand over – Monthly report	Monthly	Reporting on the age analysis in terms of outstanding debt is Included in monthly Section 71/72-financial reports to the Executive Mayor	Reporting on the age analysis in terms of outstanding debt is Included in monthly Section 71/72-financial reports to the Executive Mayor	Reporting on the age analysis in terms of outstanding debt is Included in monthly Section 71/72-financial reports to the Executive Mayor
R35 387 051					
1 July 2007					
R34 096 150					
1 July 2008					
R45 121 118					

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	8. Determine outstanding government debt – Status quo report to MC	30/09/07	<p>Included in monthly reports as stipulated in (7) above. The following is a summary of the outstanding amounts:</p> <p>Total outstanding: (30, 60, 90 and 120 days included)</p> <p>Government: R3 819 160.71</p> <p>Business: R8 038 315.21</p> <p>Households: R40 210 852.39</p> <p>Other: R20 105 426.20</p> <p>Total: R72 173 754.51</p>	<p>Included in monthly reports as stipulated in (7) above. The following is a summary of the outstanding amounts:</p> <p>Total outstanding: (30, 60, 90 and 120 days included)</p> <p>Government: R3 629 155.66</p> <p>Business: R8 248 612.82</p> <p>Households: R38 734 574.79</p> <p>Other: R19 367 287.39</p> <p>Total: R69 979 630.66</p>	<p>Included in monthly reports as stipulated in (7) above. The following is a summary of the outstanding amounts:</p> <p>Total outstanding: (30, 60, 90 and 120 days included):</p> <p>Government: R3 978 648.06</p> <p>Business: R9 287 984.25</p> <p>Households: R32 784 217.43</p> <p>Other: R16 390 108.71</p> <p>Total: R62 440 958.45</p>
	9. Determine outstanding debts in-formal settlements (Sicelo & Lakeside) – Status quo report to MC	31/08/07	<p>Included in monthly reports as stipulated in (7) above. The following is a summary of the outstanding amounts:</p> <p>Sicelo: R7 103 140.26</p> <p>Mamello: R177 121.89</p> <p>Lakeside: R11 885 031.71</p> <p>Bantu Bonke: R726 187.69</p>	<p>Included in monthly reports as stipulated in (7) above. The following is a summary of the outstanding amounts:</p> <p>Sicelo: R7 409 011.35</p> <p>Mamello: R184 190.53</p> <p>Lakeside: R12 133 758.17</p> <p>Bantu Bonke: R750 626.30</p>	<p>Included in monthly reports as stipulated in (7) above. The following is a summary of the outstanding amounts:</p> <p>Sicelo: R8 103 341.88</p> <p>Mamello: R199 505.92</p> <p>Lakeside: R12 353 668.63</p> <p>Bantu Bonke: R97 800.99</p>

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2. Maintenance of assets MIFMA – Section 63 Council's Asset Management Policy approved	1. Supply accurate and up-to-date asset register to all sections – Confirmation of receipt	30/06/07	Done	Done	Annual stock count in progress in conjunction with appointed external service provider
	2. Display inventory lists in all offices	Ongoing	Done	Done	As per (1) above, inventory list are in the process to be updated and signed, where-after it will be displayed
	3. Provide update reports to all sections – Confirmation of receipt	Monthly	Done	Done	Corrected inventory lists were distributed and receipt acknowledged with the applicable signature to ensure correctness
	4. Manage and update of complete, accurate and computerized fixed asset register – Register	Monthly	Done	Done	Register updated and value of assets will be reflected in annual financial statements
	5. Identify redundant items – Signed by HOD, MM & MMC	31/10/07 30/04/08	-	Redundant list of items, as submitted by various departments, was compiled and submitted to Council for approval. Council approved list per item MC1799/05/2008 dated 20 May 2008	-
	6. Reporting of stolen/lost items in terms of operational procedures – Completed claim form	Monthly	Done	Done	No stolen/lost items were reported
	7. Safeguarding of assets – Register of claims submitted to insurer	Monthly	Register is maintained and controlled. Register is available for inspection	Register is maintained and controlled. Register is available for inspection	Register is maintained and controlled. Register is available for inspection

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	8. Co-ordinate and arrange public auction for identified redundant items	Bi-annually	Annual auction of redundant items, as approved by Council, held on 31 October 2007 in conjunction with Council's attorney	-	-																				
	9. Submit report on outcome to Council	Bi-annually	Reported on 31 March 2008	-	-																				
	10. Maintenance plan for infrastructure asset with a value of R100 000 prepared and submitted to Council – Council Resolution	Monthly	-	-	Maintenance done according to availability of budget																				
	11. Compilation, approval and implementation of Policy in terms of Norms and Standards of replacement of normal operational assets – Policy approved by Council	31/11/07	Standard policy approved by Council – redundant list inspected by HOD, MM & MMC prior approval by Council	-	-																				
				<table><tr><td>Balance</td><td>0</td></tr><tr><td>Received</td><td>78</td></tr><tr><td>Finalized longer than 30 days</td><td>72</td></tr><tr><td>Within 30 days</td><td>6</td></tr><tr><td>Outstanding</td><td>0</td></tr></table>	Balance	0	Received	78	Finalized longer than 30 days	72	Within 30 days	6	Outstanding	0	<table><tr><td>Balance</td><td>0</td></tr><tr><td>Received</td><td>95</td></tr><tr><td>Finalized longer than 30 days</td><td>0</td></tr><tr><td>Within 30 days</td><td>70</td></tr><tr><td>Outstanding</td><td>25</td></tr></table>	Balance	0	Received	95	Finalized longer than 30 days	0	Within 30 days	70	Outstanding	25
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3. Financial Services IDP Ref: FIN7	1. Maintain Query Register and attend to queries received within 30 days	Monthly	<table><tr><td>Balance</td><td>0</td></tr><tr><td>Received</td><td>238</td></tr><tr><td>Finalized longer than 30 days</td><td>0</td></tr><tr><td>Within 30 days</td><td>238</td></tr><tr><td>Outstanding</td><td>0</td></tr></table>	Balance	0	Received	238	Finalized longer than 30 days	0	Within 30 days	238	Outstanding	0	<table><tr><td>Balance</td><td>0</td></tr><tr><td>Received</td><td>78</td></tr><tr><td>Finalized longer than 30 days</td><td>72</td></tr><tr><td>Within 30 days</td><td>6</td></tr><tr><td>Outstanding</td><td>0</td></tr></table>	Balance	0	Received	78	Finalized longer than 30 days	72	Within 30 days	6	Outstanding	0	-
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	2. Finalize financial statements as per legislation	31/08/07	Completed	-	-																				
	3. Payment of creditors within 30 days	Monthly	Done	Done	Done																				
	4. Report on correct billing within time frames	Monthly	21 April 2008 R14,343,459.00	20 May 2008 R14,357,649	19 June 2008 R14,907,958.57																				

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	5. Distribution of monthly accounts (27 000) as per agreed policy	Monthly	An amount of 30 970 monthly accounts were posted on 29 April 2008	An amount of 30 518 monthly accounts were posted on 26 May 2008	An amount of 30 772 monthly accounts were posted on 24 June 2008																																				
	6. Distribute Indigent Policy to all stakeholders – Distribution List	Monthly	Indigent Policy was distri- buted per Annexure Q in- cluded in the Council's minutes – Item C252/05/2007 dated 29 May 2007	-	-																																				
	7. Implement Indigent Policy by maintaining turn around time to complete applications	Monthly																																							
	13 July 2007: Total approved year-to-date: 1214 With Social Services: 263 (41 included) Finance ready for approval: 36 New applications: <u>41</u> <u>77</u>		<table><tr><th colspan="2">New Applications</th></tr><tr><td>Applications ready for submission to Committee</td><td></td></tr><tr><td>Applications re- ceived at Finance</td><td>8</td></tr><tr><td>Applications re- ferred to Social</td><td>8</td></tr><tr><td>Applications re- ceived back from Social:</td><td>32</td></tr><tr><td>With Social:</td><td></td></tr></table>	New Applications		Applications ready for submission to Committee		Applications re- ceived at Finance	8	Applications re- ferred to Social	8	Applications re- ceived back from Social:	32	With Social:		<table><tr><th colspan="2">New Applications</th></tr><tr><td>Applications ready for submission to Committee</td><td>32</td></tr><tr><td>Applications re- ceived at Finance</td><td>19</td></tr><tr><td>Applications re- ferred to Social</td><td>19</td></tr><tr><td>Applications re- ceived back from Social:</td><td>21</td></tr><tr><td>With Social:</td><td>50</td></tr></table>	New Applications		Applications ready for submission to Committee	32	Applications re- ceived at Finance	19	Applications re- ferred to Social	19	Applications re- ceived back from Social:	21	With Social:	50	<table><tr><th colspan="2">New Applications</th></tr><tr><td>Applications ready for submission to Committee</td><td>21</td></tr><tr><td>Applications re- ceived at Finance</td><td>29</td></tr><tr><td>Applications re- ferred to Social</td><td>18</td></tr><tr><td>Applications re- ceived back from Social:</td><td>25</td></tr><tr><td>With Social:</td><td>43</td></tr></table>	New Applications		Applications ready for submission to Committee	21	Applications re- ceived at Finance	29	Applications re- ferred to Social	18	Applications re- ceived back from Social:	25	With Social:	43
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4.1 Financial Viability – Debt Coverage (National KPI) <i>Where</i>	8. Conduct monthly Indigent Screening Committee meetings – Agendas & Minutes	Monthly	No meeting was held	Meeting held May 2008	Monthly meeting held on 17 June 2008																																				
	1. Debt Coverage: <table><tr><th></th><th>b/f</th><th>132.5 %</th></tr><tr><td>Jul '07</td><td></td><td>108.9 %</td></tr><tr><td>Aug '07</td><td></td><td>111.1 %</td></tr><tr><td>Sept '07</td><td></td><td>196.4 %</td></tr><tr><td>Oct '07</td><td></td><td>126.2 %</td></tr><tr><td>Nov '07</td><td></td><td>123.2 %</td></tr><tr><td>Dec '07</td><td></td><td>120.7 %</td></tr><tr><td>Jan '08</td><td></td><td>119.5 %</td></tr><tr><td>Febr '08</td><td></td><td>118.5 %</td></tr><tr><td>Mar '08</td><td></td><td>118.7 %</td></tr><tr><td>Apr '08</td><td></td><td>117.4 %</td></tr><tr><td>May '08</td><td></td><td>117.1 %</td></tr><tr><td>Jun '08</td><td></td><td>145.4 %</td></tr></table>		b/f	132.5 %	Jul '07		108.9 %	Aug '07		111.1 %	Sept '07		196.4 %	Oct '07		126.2 %	Nov '07		123.2 %	Dec '07		120.7 %	Jan '08		119.5 %	Febr '08		118.5 %	Mar '08		118.7 %	Apr '08		117.4 %	May '08		117.1 %	Jun '08		145.4 %	Monthly
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4.2 Outstanding debtors to revenue Where <table><tr><td>A</td></tr><tr><td>Represents out- standing service debtors to Revenue</td></tr><tr><td>B</td></tr><tr><td>Total outstanding Service debtors</td></tr><tr><td>C</td></tr><tr><td>Annual revenue Actually received for services</td></tr></table>	A	Represents out- standing service debtors to Revenue	B	Total outstanding Service debtors	C	Annual revenue Actually received for services	2. Outstanding service debtors to revenue: <table><tr><td>b/f</td><td>17.73 %</td></tr><tr><td>Jul '07</td><td>190.39 %</td></tr><tr><td>Aug '07</td><td>105.07 %</td></tr><tr><td>Sept '07</td><td>65.91 %</td></tr><tr><td>Oct '07</td><td>51.68 %</td></tr><tr><td>Nov '07</td><td>44.48 %</td></tr><tr><td>Dec '07</td><td>38.84 %</td></tr><tr><td>Jan '08</td><td>34.38 %</td></tr><tr><td>Febr '08</td><td>29.06 %</td></tr><tr><td>Mar '08</td><td>26.19 %</td></tr><tr><td>Apr '08</td><td>24.84 %</td></tr><tr><td>May '08</td><td>22.43 %</td></tr><tr><td>Jun '08</td><td>13.69 %</td></tr></table>	b/f	17.73 %	Jul '07	190.39 %	Aug '07	105.07 %	Sept '07	65.91 %	Oct '07	51.68 %	Nov '07	44.48 %	Dec '07	38.84 %	Jan '08	34.38 %	Febr '08	29.06 %	Mar '08	26.19 %	Apr '08	24.84 %	May '08	22.43 %	Jun '08	13.69 %	Monthly	<p>“a” = 24.84 %</p> <p>“b” = R54,675,358</p> <p>“c” = R220,072,231</p> <p>$A = \frac{B}{C}$</p>	<p>“a” = 22.43 %</p> <p>“b” = R54,301,858</p> <p>“c” = R242,117,699</p> <p>$A = \frac{B}{C}$</p>	<p>“a” = 13.69 %</p> <p>“b” = R45,121,188</p> <p>“c” = R329,601,151</p> <p>$A = \frac{B}{C}$</p>
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4.3 Cost coverage <i>Where</i> <table><tr><td>A</td></tr><tr><td>Represents cost Coverage</td></tr><tr><td>B</td></tr><tr><td>All available cash at a particular time</td></tr><tr><td>C</td></tr><tr><td>Investments</td></tr><tr><td>D</td></tr><tr><td>Monthly fixed operating expenditure</td></tr></table>	A	Represents cost Coverage	B	All available cash at a particular time	C	Investments	D	Monthly fixed operating expenditure	3. Cost Coverage: <table><tr><td>b/f</td><td>2.75 times</td></tr><tr><td>Jul '07</td><td>1.99 times</td></tr><tr><td>Aug '07</td><td>2.34 times</td></tr><tr><td>Sept '07</td><td>2.39 times</td></tr><tr><td>Oct '07</td><td>1.96 times</td></tr><tr><td>Nov '07</td><td></td></tr><tr><td>Dec '07</td><td>1.41 times</td></tr><tr><td>Jan '08</td><td>1.55 times</td></tr><tr><td>Febr '08</td><td>2.20 times</td></tr><tr><td>Mar '08</td><td>1.24 times</td></tr><tr><td>Apr '08</td><td>1.26 times</td></tr><tr><td>May '08</td><td>2.90 times</td></tr><tr><td>Jun '08</td><td>0.93 times</td></tr></table>	b/f	2.75 times	Jul '07	1.99 times	Aug '07	2.34 times	Sept '07	2.39 times	Oct '07	1.96 times	Nov '07		Dec '07	1.41 times	Jan '08	1.55 times	Febr '08	2.20 times	Mar '08	1.24 times	Apr '08	1.26 times	May '08	2.90 times	Jun '08	0.93 times	Monthly	“a” = 1.26 Times “b” = R5,822,889 “c” = R23,000,000 “d” = R22,879,117 $A = \frac{B+C}{D}$	“a” = 2.90 Times “b” = R23,257,957 “c” = R43,000,000 “d” = R22,879,117 $A = \frac{B+C}{D}$	“a” = 0.93 Times “b” = R1,461,986 “c” = R25 000,000 “d” = R28,567,057 $A = \frac{B+C}{D}$
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5. Monthly budget statements IDP Ref: FIN1	1. Compile and submit monthly financial report in terms of the MFMA to MC before the 10 th of each month – MC resolution	Monthly	MC1858/06/2008 18 June 2008	Submitted into reporting system on 24 June 2008 Approved by Mayoral Committee per item MC1948/08/2008 dated 19 August 2008	Submitted into reporting system on 22 July 2008 Approved by Mayoral Committee per item MC1949/08/2008 dated 19 August 2008																																		

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6. Budget Management MIFMA – Chapter 4	1. Compile and submit budget as per approved legislation	Monthly	-	Final approval of 2008/2009-budget approved by Council on 29 May 2008	Budget ready for implementation on 1 July 2008
	2. Control and report on income and expenditure on budget as per approved legislation	Monthly	Operational budget: Approved: R342,804,679 Expenditure: R207,188,771 60.44 % Capital Approved: R93,416,815 Expenditure: R40,628,007 43.49 %	Operational budget: Approved: R342,804,679 Expenditure: R230,420,025 67.22 % Capital Approved: R93,416,815 Expenditure: R51,632,354 55.27 %	Operational budget: Approved: R342,804,679 Expenditure: R332,382,695 96.96 % Capital Approved: R93,416,815 Expenditure: R83,144,159 89 %
	3. Establish Budget Steering Committee as per Terms of Reference and conduct monthly meetings	30/08/07	Established – Terms of Reference discussed and agreed upon during first meeting. No meeting was held during April 2008 due to compilation and approval of new budget	No meeting was held due to completion of new budget	No meeting was held due to completion of new budget
7. Supply Chain Management MIFMA – Chapter 11	1. Review current Supply Chain Policy in line with new legislation and obtain approval by Council	30/11/07	-	-	-
	2. Update and distribute new Vendor Data Base – Updated List	Quarterly	-	-	-
	3. Distribute agendas & minutes for Bid Adjudication Committee as per approved policy	Weekly	Meetings were held on: 1 April 2008 8 April 2008 15 April 2008 22 April 2008	Meetings were held on: 6 May 2008 19 May 2008 27 May 2008	Meetings were held on: 3 June 2008 24 June 2008 26 June 2008

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
1. Capital Items	1. Purchasing of office furniture and equipment – Project Ref: FIN001 – R376 200 YTD: R330 937.90	31/03/08	-	-	87 % expenditure
	2. Purchasing of printer – Project Ref: FIN002 - R35 000 YTD: R31 681.75	31/03/08	-	-	90 % expenditure
	3. Purchasing of two notebooks – R20 000 YTD: R20 368.62	31/03/08	-	-	101 % expenditure
	Total Capital Budget: R431 200.00 Total Expenditure: R382 988.27 Balance: R48 211.73 % Expenditure: 88.81 %				

**SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN
FUNCTIONAL AREAS
2007/2008**

MANAGEMENT SERVICES

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
1. Maintenance of assets MFMA - Section 63	1. Confirm receipt of accurate and up-to-date asset register from Finance Services - Confirmation of receipt	30/06/07	-	-	Annual stock count in progress in conjunction with the Department: Finance Services and appointed external service provider
	2. Display inventory lists in all offices – Inspection by HOD	Ongoing	-	-	As per (1) above, inventory list are in the process to be updated and signed, whereafter it will be displayed
	3. Provide update reports to all sections – Confirmation of receipt	Monthly	-	-	Corrected inventory lists were distributed and receipt acknowledged with the applicable signature to ensure correctness
	4. Identify redundant items – Signed by HOD, MM & MMC	31/10/07 30/04/08	-	-	Done and submitted to Finance Department as per resolution MC1799/05/2008 dated 20 May 2008
	5. Reporting of stolen/lost items in terms of operational procedures – Completed claim form	Monthly	-	-	No stolen/lost items were reported
	6. Maintenance plan for infrastructure asset with a value of R100 000 prepared and submitted to Council – Council Resolution	Monthly	-	-	Maintenance and upgrading of various buildings in process according to allocated budget and approval by Mayoral Committee Resolution dated 12 May 2008

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
2. Employment Equity Plan IDP Ref: HR2 (National KPI)	1. Implement Employment Equity Plan 2007 – 2011 – Council Resolution	30/08/2007	Council Resolution outstanding.	-	Revision of Employment Equity Plan delayed by Department of Labour's visit for inputs on Employment Equity Plan
	2. Submit Employment Equity Report to the Department of Labour - Letter of submission	30/12/2007	Employment Equity Plan 2007 – 2011 approved at LLF on 17 May 2007 and submitted to HOD's on 26 June 2007. Resolution taken on 26 June 2007 – That the item be withdrawn by the Director: Management Services. Report resubmitted on 31 Oct '07 to Corporate Services. Referred back on 6 Nov '07 for amendment and resubmission.		
	3. Monitor appointments in terms of the Employment Equity Plan 2007 – 2011 – Quarterly Reports to MC	Quarterly			
	4. Submit status quo report in terms of five year Employment Equity Plan 2007 - 2011 for Midvaal to Department of Labour	30/03/2008			
3. Labour Relations & Conditions of Service	1. Ensure compliance with time frames in terms of disciplinary procedures	Monthly	Three disciplinary hearings were conducted for the Department Development & Planning & Engineering Services	Two disciplinary hearings were conducted for the Department Engineering Services	Four disciplinary hearings were conducted for the Department Engineering Services & Finance Services
	2. Issue charge sheets within 30 days after receiving request from HOD's – Labour Relations Register and Disciplinary Hearings Register maintained	Ongoing	Register is updated and maintained. No deviations can be reported	One deviation can be reported, namely that the request for disciplinary action was received on 13 March 2008 and the charge sheet issued on 15 May 2008	Register is updated and charge sheets issued according to stipulations
	3. Co-ordinate and arrange Local Labour Forum meetings as per approved year planner – Quarterly reports	Monthly	LLF Meeting was held on 24 April 2008 as determined according to year planner	LLF Meeting was held on 22 May 2008 as determined according to year planner	LLF Meeting was held on 19 June 2008 as determined according to year planner
4. Occupational Health & Safety IDP Ref: HR3	1. Update and monitor Occupational Health & Safety Reps - Register	Monthly	No new appointments were made	No new appointments were made	No new appointments were made

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
5. Skills Development Plan (WSP) IDP Ref: HR7 (National KPI)	2. Arrange and conduct Central Health & Safety Meetings – (Agendas & Minutes)	Quarterly	-	Central Health & Safety Meeting was not held. A meeting was held between the Safety Representatives & Occupational Health & Safety Officer on 28 May 2008. Minutes compiled and distributed.	-
	3. Liaise with contractors in regard to Council's Health & Safety Policy – Proof of Notification	Ongoing	Only applicable when projects are done internally	-	No internal construction projects are done by Council
	1. Drafting of WSP 2007/2008 for Midvaal (Plan) 2. Submit plan to LGWSETA - Letter of submission)	30/06/2007 30/08/2007	Done Submitted on 30 June 2007	- -	Workplace Skills Plan 2008/2009 and Annual Training Report 2007/2008 submitted to LGSETA on 26 June 2008
6. Employee Assistance Programme & HIV/AIDS Workplace Programme IDP Ref: HR4	1. Render assistance to identified officials – Register	Monthly	Eleven officials received assistance in regard to poor health, work performance problems, ill health, bereavement and work related problems	Seven officials received assistance in regard to poor health, work performance problems, ill health, bereavement and work related problems	Six officials received assistance in regard to ill health retirement, family problems, maintenance problems, bereavement depression, poor work attendance and poor health problems
	2. Conduct monthly follow-ups and report progress to HOD's, where applicable	Monthly	Various follow-ups were conducted	Various follow-ups were conducted	Various follow-ups were conducted
	3. Implement all actions on HIV/AIDS Workplace Programme – Year Planner	Monthly	No activities took place during the month	Steering Committee Meeting was held on 29 May '08	Steering Committee Meeting was held on 26 June '08

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
	4. Quarterly progress reports to MC – MC Resolution	Quarterly	Quarterly report for Jan – March 2008 submitted to Mayoral Committee	-	Quarterly report for April – June 2008 to be compiled and submitted to Mayoral Committee
7. Personnel management IDP Ref: HR2	1. Distribute monthly leave reports to Heads of Departments – Proof of Receipt	30/09/07	-	-	Monthly leave reports are printed and distributed to departments for verification with departmental records
	2. Recruit and conduct interviews as per approved policies – Recruitment to be completed within 6 weeks after receipt of request	Ongoing	Appointments: 22	Appointments: 7	Appointments: 2
	3. Co-ordinate and monitor administration in terms of benefits as per approved policies	Monthly	Deceased: 0 Retired: 0 Resignation: 3 Dismissed: 0	Deceased: 1 Retired: 0 Resignation: 2 Dismissed: 0	Deceased: 1 Retired: 1 Resignation: 2 Dismissed: 1
	4. Investigate and report on succession plan	Quarterly	Policy approved by Council per item C254/07/2007 dated 26 July 2007	-	-
8. Training IDP Ref: HR1	1. Arrange training according to identified skills gaps – HOD Agendas	Ongoing	No training was conducted during the month	Nine various training sessions were conducted which were attended by 43 officials	One training session was attended by the Occupational Health & Safety Officer
	2. Co-ordinate ABET training programme – Documentation available	Ongoing	ABET training is conducted every Thursday for the identified officials of Council	ABET training is conducted every Thursday for the identified officials of Council	ABET training is conducted every Thursday for the identified officials of Council
	3. Monitor performance of training service providers – Monthly reports	Ongoing	-	Done in collaboration with relevant head of department	-

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
1. Capital Items	1. Procure office furniture for new appointees – R34 500.00 Project Ref: MAN001 YTD: R31 240.00	30/06/08	-	-	90 % expenditure
	2. Procure and install new computer for new appointees – R28 500.00 Project Ref: MAN002 YTD: R23 697.09	30/06/08	-	-	83 % expenditure
	3. Procure three new laptops for new appointees – R40 000.00 Project Ref: MAN003 YTD: R35 856.72	30/06/08	-	-	89 % expenditure
	Total Capital Budget: Total Expenditure: Balance: % Expenditure:				
	103 000.00 90 793.81 12 206.19 88 %				

**SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN
FUNCTIONAL AREAS
2007/2008**

CORPORATE SERVICES

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
1. Maintenance of assets MFMA – Section 63	1. Confirm receipt of accurate and up-to-date asset register from Finance Services – Confirmation of receipt	30/06/07	-	-	Annual stock count in progress in conjunction with the Department: Finance Services and appointed external service provider
	2. Display inventory lists in all offices – Inspection by HOD	Ongoing	-	-	As per (1) above, inventory list are in the process to be updated and signed, whereafter it will be displayed
	3. Provide update reports to all sections – Confirmation of receipt	Monthly	-	-	Corrected inventory lists were distributed and receipt acknowledged with the applicable signature to ensure correctness
	4. Identify redundant items – Signed by HOD, MM & MMC	31/10/07 30/04/08	None at this stage	To be done as required	Done and submitted to Finance Department as per resolution MC1799/05/2008 dated 20 May 2008
	5. Reporting of stolen/lost items in terms of operational procedures – Completed claim form	Monthly	None	None reported	No stolen/lost items were reported
	6. Maintenance plan for infrastructure asset with a value of R100 000 prepared and submitted to Council – Council Resolution	As required	-	-	Maintenance and upgrading of various buildings in process according to allocated budget and approval by Mayoral Committee Resolution dated 12 May 2008

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
2. Communication IDP Ref: SUP2 IDP Ref: SUP7 IDP Ref: SUP10	1. Maintain and co-ordinate complaints register	Monthly	-	-	Envisaged target date for implementation of new revised system linked to departments and Records per service provider is 31 Aug '08
	2. Submit outstanding correspondence report to HOD's	Monthly	Included in HOD agenda	Included in HOD agenda	Included in HOD agenda of 29 July 2008
	3. Distribute correspondence as per policy (incoming post daily to ED at 15:00 distribute following morning before 09:00)	Monthly	Done daily	Done daily	Done daily
	4. Distribute internal telephone accounts to all departments before the 5th of each month and forward departmental internal telephone accounts, to Finance for recouping from official's salaries monthly before the 10 th - Signature of HOD on deduction list	Monthly	Monthly telephone accounts were distributed to the various departments. Every departmental head to ensure that deductions are submitted timeously to the Department Finance Services for deduction	Monthly telephone accounts were distributed to the various departments. Every departmental head to ensure that deductions are submitted timeously to the Department Finance Services for deduction	Monthly telephone accounts were distributed to the various departments. Every departmental head to ensure that deductions are submitted timeously to the Department Finance Services for deduction
	5. Maintain telephone database by issuing codes, deleting resigned employees and distribute updated list to all departments – Letter of Receipt	Monthly	Monthly maintenance is done to database and saved on the share directory for all to access	Monthly maintenance is done to database and saved on the share directory for all to access	Monthly maintenance is done to database and saved on the share directory for all to access
	6. Compile and implement Communications Plan	30/10/07	-	Process reviewed and submitted to Executive Mayor, Speaker, MMC's and HOD'S on how to communicate	-

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
3. Update of Municipal By-Laws IDP Ref: SUP18	1. Determine priority list for by-laws to be promulgated 2. Submitted to Council for approval 3. Public Participation Process completed 4. Council Resolution to promulgate by-laws obtained	30/09/07	- - - -	- - - -	By-laws promulgated: - Street Trading - Fire & Emergency - Additional to Cultural & Diversity - - Tariff By-laws drafted, approved by Council and public participation process completed after advertising. Final approval by Council per item C352/07/2008 dated 24 July 2008 Quotations in process to be obtained to initiate promulgation in Provincial Gazette for implementation
5. Council Buildings IDP Ref: SUP8 IDP Ref: SUP3	Maintain inside and outside of Council's buildings by: • Conducting weekly inspections according to inspection list • Issuing works order to conduct repairs • Confirm completion of repairs and maintenance	Weekly	Daily, weekly and monthly inspections are done. Inspection forms are signed off weekly by supervisor and monthly by HOD	Daily, weekly and monthly inspections are done. Inspection forms are signed off weekly by supervisor and monthly by HOD	Inspection process reviewed, inspection forms compiled, printed and implemented. Inspections are done daily, weekly and monthly. Inspection forms are signed off weekly by supervisor and monthly by HOD

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON	PERFORMANCE STATUS ON	PERFORMANCE STATUS ON
6. Provision of Council administration IDP Ref: SUP4 IDP Ref: SUP5 IDP Ref: SUP6	1. Provision of Council and Council structures agendas and minutes as per policy (all weekly agendas to go out on Fridays and minutes within 5 working days) and render support to Council and Councillors	Weekly	30 APRIL 2008	31 MAY 2008	30 JUNE 2008
			Distribution of agendas and minutes are constantly monitored by Head of Department. Delivery Sheets are verified and signed off by Sectional Head and filed accordingly. Such documents are available for inspection at the Records Section	Distribution of agendas and minutes are constantly monitored by Head of Department. Delivery Sheets are verified and signed off by Sectional Head and filed accordingly. Such documents are available for inspection at the Records Section	Distribution of agendas and minutes are constantly monitored by Head of Department. Delivery Sheets are verified and signed off by Sectional Head and filed accordingly. Such documents are available for inspection at the Records Section
7. Ward Committee Administration IDP Ref: SUP23 IDP Ref: SUP27 IDP Ref: SUP28	Provide administrative support to ward councillors in terms of year planner by: <ul style="list-style-type: none"> Distributing agendas and minutes Report on meetings held according to year planner Report to Mayoral Committee 	Monthly	2 nd Peoples Assembly Meeting held on 19 April 2008	The following meetings were scheduled and held accordingly: Ward 1: 18 May Ward 2: 6 May Ward 3: 8 May Ward 4: 7 May Ward 5: 13 May Ward 6: 14 May Ward 7: 19 May Ward 8: 20 May Ward 9: 27 May Ward 10: 26 May	No meetings were scheduled for June 2008
8. Capital Items IDP Ref: SUP14 IDP Ref: SUP1	A. Corporate Services 1. Purchase and complete alterations to buildings for additional office accommodation on Portion 158 of Erf 1053, Meyerton - R9 800 000.00 (2006/07 - Roll over) Project Ref: CORP005 YTD: R8 301 579.79	30/06/08	-	-	84.70 % expenditure

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
	2. Procure new mayoral vehicle R370 000.00 (2006/07 – Roll over) Project Ref: CORP006 YTD: R368 440.02	30/06/08	-	-	99.57 % expenditure
	3. Procure and install additional air conditioners in offices at Corporate Services – R75 000.00 Project Ref: CORP001 YTD: R65 292.00	30/06/08	-	-	87.05 % expenditure
	4. Procure and install Braille Computer with Software at Switchboard – R25 000 (Roll Over) Project Ref: CORP002 YTD: R17 317.13	30/06/08	-	-	69.26 % expenditure
	5. Procure additional office fur- niture at Corporate Services – R40 000 Project Ref: CORP003 YTD: R37 517.00	30/06/08	-	-	93.79 % expenditure
	6. Install additional filing cabinets at Records – R137 500.00 Project Ref: CORP004 YTD: R130 237.24	30/06/08	-	-	94.71 % expenditure

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
	7. Procure one Laptop – R10 000.00 Project Ref: CORP007 YTD: R20 368.60	30/06/08	-	-	203.68 % expenditure
	8. Repairs to Council Buildings R100 000.00 Project Ref: CORP008 YTD: R21 545.21	30/06/08	-	-	21.54 % expenditure
	10. Installation of security at Mayoral Parlour – R30 000.00 Project Ref: CORP 009 YTD: R0	30/06/08	-	-	0 % expenditure – kept in abeyance until completion of building activities. Guard is placed to do access control
	11. Purchase of one fire arm – R9 000.00 Project Ref: CORP010 YTD: R7 622.81	30/06/08	-	-	84.69 % expenditure
	B. Municipal Manager				
	12. Procure and install air condi- tioners at the Office of the Municipal Manager – R10 000.00 Project Ref: MM001 YTD: R8 231.00	30/06/08	-	-	82.31 % expenditure
	13. Procure Notebook - R11 300.00 Project Ref: MM002 YTD: R22 702.02	30/06/08	-	-	92.66 % expenditure

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
	14. Procure office furniture – R40 000.00 Project Ref: MM003 YTD: R35 087.72	30/06/08	-	-	87.71 % expenditure
	C. Councillors 15. Procure and install air conditioner at the Offices of the Councillors – R50 000.00 Project Ref: CNL001 YTD: R20 802.13	30/06/08	-	-	41.60 % expenditure
	16. Procure and install a computer at the Offices of the Councillors – R15 000.00 Project Ref: CNL002 YTD: R6 000.00	30/09/07	-	-	40 % expenditure
	17. Procure additional furniture at the Office of the Councillors – R60 000.00 Project Ref: CNL003 YTD: R57 712.00	30/06/08	-	-	96.18 % expenditure
	18. Procure Notebook – R11 300.00 Project Ref: CNL004 YTD: R9 859.28	30/06/08	-	-	87.25 % expenditure

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
	D. Speaker's Office 19. Procure and install a air conditioner at Auxiliary Services – R10 000.00 Project Ref: AUX001 YTD: R8 668.00	30/06/08	-	-	86.68 % expenditure
	20. Procure additional office furniture at Auxiliary Services – R32 000.00 Project Ref: AUX002 YTD: R11 816.25	30/06/08	-	-	36.92 % expenditure
	21. Procure a computer for Auxiliary Services – R12 000.00 Project Ref: AUX003 YTD: R12 000.00	30/06/08	-	-	100 % expenditure
	E. Public Relations Officer 22. Procure and install an air conditioner – R5 000.00 Project Ref: PRO001 YTD: R0	30/06/08	-	-	0 % expenditure
	F. Legal & PMS 23. Procure office furniture – R12 000.00 Project Ref: PMS001 YTD: R0	30/06/08	-	-	0 % expenditure. Vacancy not yet filled
	24. Procure a computer – R9 800.00 Project Ref: PMS002 YTD: R9 800.00	30/06/08	-	-	100 % expenditure

KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE INDICATOR (KPI)	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL 2008	PERFORMANCE STATUS ON 31 MAY 2008	PERFORMANCE STATUS ON 30 JUNE 2008
Total Capital Budget:	10 888 100.00				
Total Expenditure:	9 172 598.18				
Balance:	1 715 501.82				
% Expenditure	84 %				

**QUARTERLY REPORT ON SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN
2007/2008**

ENGINEERING SERVICES

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
1. Maintenance of assets MFMA – Section 63	1. Confirm receipt of accurate and up-to-date asset register from Finance Services – Confirmation of receipt	30/06/07	-	-	Annual stock count in progress in conjunction with the Department: Finance Services and appointed external service provider
	2. Display inventory lists in all offices – Inspection by HOD	Ongoing	-	-	As per (1) above, inventory list are in the process to be updated and signed, whereafter it will be displayed
	3. Provide update reports to all sections – Confirmation of receipt	Monthly	-	-	Corrected inventory lists were distributed and receipt acknowledged with the applicable signature to ensure correctness
	4. Identify redundant items – Signed by HOD, MM & MMC	31/10/07 30/04/08	-	-	Done and submitted to Finance Department as per resolution MC1799/05/2008 dated 20 May 2008
	5. Reporting of stolen/lost items in terms of operational procedures – Completed claim form	Monthly	-	-	No stolen/lost items were reported
	6. Maintenance plan for infrastructure asset with a value of R100 000 prepared and submitted to Council – Council Resolution	Monthly	-	-	Maintenance and upgrading of various buildings in process according to allocated budget and approval by Mayoral Committee Resolution dated 12 May 2008

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
2. Administrative Support	1. Maintain and co-ordinate reporting of complaints register issues:				
	- Number of complaints received	Monthly	Cleansing: 234 Electrical: 31 Roads: 45 Sewer: 130 Water: 383	Cleansing: 244 Electrical: 16 Roads: 15 Sewer: 124 Water: 289	Cleansing: 174 Electrical: 33 Roads: 31 Sewer: 172 Water: 310
	- Number of complaints addressed within 7 days	Monthly	Cleansing: 234 Electrical: 15 Roads: 25 Sewer: 130 Water: 75	Cleansing: 244 Electrical: 15 Roads: 8 Sewer: 124 Water: 109	Cleansing: 174 Electrical: 5 Roads: 18 Sewer: 172 Water: 38
	- Number of complaints outstanding	Monthly	Cleansing: 0 Electrical: 6 Roads: 11 Sewer: 0 Water: 136	Cleansing: 0 Electrical: 1 Roads: 5 Sewer: 0 Water: 113	Cleansing: 1 Electrical: 25 Roads: 11 Sewer: 0 Water: 248
	- Return works orders within 5 days after completion – • Electrical; • Water; • Sewer; • Roads; • Cleansing.	Weekly	10 172 130 9 234	4 67 124 12 244	3 3 172 0 174

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
3. Mechanical Workshop	1. Maintain Council's fleet according to policy	Ongoing	Ongoing	Ongoing	Ongoing
	- time taken for repairs	Monthly	Register is implemented and maintained	Register is implemented and maintained	Register is implemented and maintained
	- number of repairs done internally / externally	Monthly	Internally: 5 Externally: 49 Serviced: 14	Internally: 10 Externally: 37 Serviced: 17	Internally: 5 Externally: 36 Serviced: 8
	- Rand value of repairs per department	Monthly	R Corporate Services: 0 Roads: 12 294 Sewer: 68 004 Water: 0 Cleansing: 0 Parks: 83 822 Electrical: 30 338 Traffic: 21 771 Clinics: Randvaal 4 394 Meyerton: 2 000 Kookrus: 0 Finance Services: 0 Mechanical Workshop: 0 Solid Waste: 91 008 Purification: 0 Fire: 16 233 TOTAL R336 864	R Corporate Services: 0 Roads: 52 277 Sewer: 60 423 Water: 210 Cleansing: 84 550 Parks: 43 750 Electrical: 17 906 Traffic: 47 672 Clinics: Randvaal 535 Meyerton: 0 Kookrus: 0 Finance Services: 2 640 Mechanical W/S: 5 398 Solid Waste: 123 046 Purification: 4 242 Fire: 18 754 TOTAL R464 403	R Corporate Services: 0 Roads: 55 477 Sewer: 7 656 Water: 2 228 Cleansing: 73 370 Parks: 44 448 Electrical: 33 093 Traffic: 33 783 Clinics: Randvaal 855 Meyerton: 2 513 Kookrus: 0 Finance Services: 35 435 Mechanical W/S: 3 505 Solid Waste: 34 698 Purification: 59 200 Fire: 1 683 TOTAL R387 944

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
4. Roads & Storm Water	1. Maintain gravel roads – starting and completing each ward – a total of ± 565.6 km – complete grading in each ward (not related to days/weeks)	Monthly	As per programme and where required as result of rain	As per programme and where required as result of rain	As per programme and where required as result of rain
	2. Patch & reseal tar roads – per ward as needs occur. Reseal roads as per IDP in consultation with ward councillors – complete patching and resealing per ward as per IDP, ward Councillor and MMC	Monthly	As per approved programme	As per approved programme	As per approved programme
5. Sewer & Purification	1. Compile and implement maintenance programme for all reticulation systems - Maintenance Programme	31/07/07	As required	As required	As and when required due to spillages
	2. Report monthly on maintenance and repair conducted to all reticulation systems	Monthly	Cleaned and maintained Duiker, Kroonarend and Leeuw Street sewer lines	Cleaned Carvalho Street sewer line	Repaired sewer lines and connection points at : 54 Takbok Street 20 Pretorius Street 11 Denne Street 1468 Lakeside Ext 1 35 River Road Kliprivier & Meyerton Farms
	3. Compile priority list in terms of audit report as conducted by Ilifa and investigate alternative funding according to priority list – MC Resolution	Quarterly	Outstanding	Outstanding	Outstanding
	4. Audit report on pumps and pump stations by ILCA Trading – MC Resolution	Monthly	Done, contractor on site	Contractor progressing according to plan	Project completed

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
6. Water Services	1. Compile and implement maintenance programme for all water connections and water pump stations – Maintenance Programme	Monthly	Outstanding	Outstanding	Outstanding
	2. Maintain and repair water connections according to programme within 21 days after request – Completed works orders	Monthly	202 works orders received from Finance for attention	276 works orders received from finance for attention	271 works order received from finance for attention
	3. Monthly report on: <ul style="list-style-type: none"> Repairs; Installations/Connections 	Monthly	359 22	260 21	219 21
	4. Return works orders with-in 5 days after completion – Up-dated Register	Ongoing	Ongoing	Ongoing	Ongoing
7. Cleansing & Solid Waste IDP Ref: ENG188 IDP Ref: ENG122	1. Refuse collection according to programme – Approved Programme	Daily	Daily	Daily	Daily
	2. Updating and maintenance of skip register – Updated Register	Ongoing	Ongoing	Ongoing	Ongoing
	3. Maintain street cleansing programme	Daily	Daily	Daily	Daily
	4. Maintenance of land fill sites – Inspection by MMC	Ongoing	Ongoing	Ongoing	Ongoing
	5. Recycling programme – Henley-on-Klip	Mondays & Tuesdays	Ongoing	Ongoing	Ongoing

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
8. Electricity	1. Maintenance of streetlights according to specific areas allocated – Maintenance Programme	Weekly	Ongoing	Ongoing	27
	2. Maintenance of electricity reticulation	Monthly	Tender of OCB Inspection of overhead lines Boltonwold Inspection of Chrissiesfontein & Vorster Park lines	Tender of OCB Inspections of overhead lines Ophir Estates Inspection of Ocon Line	OCB Installation Inspection of sub-station OCB Tender of O.C.B.
	3. Demand Site Management (DSM – Ripple Control) – progress report	Monthly	House investigation Motla Engineering ? Investigation Process Ripple Control	Waiting for report Motla Engineering - Investigation Process M1 Sub Investigation	Received report Motla Engineering - Investigation Process House Investigation
	4. Forward planning for network extensions to cater for new developments	Quarterly	Planning for Kookrus Riversdale & Kookrus in Process	Kookrus in Process Riversdale in Process	Riversdale in process Kookrus in process
	5. Monthly report on: <ul style="list-style-type: none"> Conversions to Prepaid; Industrial connections; New Prepaid. 	Monthly	21 1 9	14 1 6	33 0 11
9. Capital Items	1. Sewer network extensions - Riversdale (R15 000 000) - R4 500 000.00 YTD: R4 433 145.49	30/06/2008	-	-	98.51 % expenditure
	2. Sewer network extensions - Henley-on-Klip (R17 000 000.00) - R4 500 000.00 YTD: R4 525 832.34	30/06/2008	-	-	100.57 % expenditure

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
	3. Sewer network extensions – Kookrus (R9 500 000.00) – R3 500 000.00 YTD: R3 499 999.14	30/06/2008	-	-	99.99 % expenditure
	4. Vaal Marina Bulk Phase 2 (Koppies-fontein) – R2 000 000.00 YTD: R1 864 533.42	30/06/2008	-	-	93.22 % expenditure
	5. Ohenimuri Re-route sewer – R250 000.00 YTD: R249 014.03	30/06/2008	-	-	99.60 % expenditure
	6. Midvaal Sewer Network Remedial Work (Meyerton Farms – Sicelo) – R1 400 000.00 YTD: R1 400 000.00	30/06/2008	-	-	100 % expenditure
	7. Riversdale Sewer Reticulation Remedial Work – R7 000 000.00 YTD: R6 924 349.28	30/06/2008	-	-	98.91 % expenditure
	8. Sewerage Pump Upgrade – R4 000 000.00 YTD: R3 999 999.00	30/06/2008	-	-	99.99 % expenditure
	9. Sanitation to informal settlements – R176 500.00 YTD: R87 960.18	30/06/2008	-	-	49.83 % expenditure
	10. Vaal Marina Upgrade Water Care – R1 800 000.00 YTD: R1 800 000.00	30/06/2008	-	-	100 % expenditure

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
	11. Meyerton Upgrade Water Care Works – R5 600 000.00 YTD: R5 600 000.00	30/06/2008	-	-	100 % expenditure
	12. Vaal Marina Upgrade Water Care Works – R2 450 000.00 YTD: R2 450 000.00	30/06/2008	-	-	100 % expenditure
	13. Two Standby Generators – R1 200 000.00 YTD: R1 013 545.54	30/06/2008	-	-	84.46 % expenditure
	14. Upgrade laboratory facilities – R100 000.00 YTD: R93 919.71	30/06/2008	-	-	93.91 % expenditure
	15. New change room and toilet facilities – R50 000.00 YTD: R20 894.25	30/06/2008	-	-	59.78 % expenditure
	16. Street Bins – R10 000.00 YTD: R8 610.00	30/06/2008	-	-	86.10 % expenditure
	17. New Skip Bins – R100 000.00 YTD: R100 000.00	30/06/2008	-	-	80.50 % expenditure
	18. New Offices/stores/toilets/changes - R50 000.00 YTD: R49 714.35	30/06/2008	-	-	99.42 % expenditure
	19. Henley-on-Klip Landfill (Roll over) – R700 000.00 YTD: R107 412.41	30/06/2008	-	-	15.34 % expenditure – Balance rolled over to new financial year

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
	20. Wash Bay – R60 500.00 YTD: R60 500.00	30/06/2008	-	-	100 % expenditure
	21. Pave Bell Road (Phase 1 and 2) – R1 803 715.00 YTD: R1 794 597.90	30/06/2008	-	-	99.49 % expenditure
	22. Sicelo roads gravel to tar – R1 000 000.00 YTD: R989 594.60	30/06/2008	-	-	98.95 % expenditure
	23. New tar roads (Gravel to Tar) – R3 000 000.00 YTD: R2 142 669.10	30/06/2008	-	-	71.42 % expenditure
	24. Upgrading of tar roads – R1 500 000.00 YTD: R1 436 421.40	30/06/2008	-	-	95.76 % expenditure
	25. Storm water upgrade – Japonica Avenue, Golf Park – R450 000.00 YTD: R444 998.70	30/06/2008	-	-	98.88 % expenditure
	26. Network extensions – R1 362 395.00 YTD: R1 224 771.00	30/06/2008	-	-	89.89 % expenditure
	27. 2 New Wacker Compactors – R64 300.00 YTD: R56 400.00	30/06/2008	-	-	87.71 % expenditure
	28. 2 New Wacker Breaker – R64 000.00 YTD: R55 940.00	30/06/2008	-	-	87.40 % expenditure

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
	29. New Bomag 65 roller plus trailer - R163 305.00 YTD: R143 250.00	30/06/2008	-	-	87.71 % expenditure
	30. 20 Ton Hydraulic Jack – R25 000.00 YTD: R16 236.84	30/06/2008	-	-	64.94 % expenditure
	31. Risiville Bulk Water – R750 000.00 YTD: R590 035.18	30/06/2008	-	-	78.67 % expenditure
	32. Connections (new network connections) – R250 000.00 YTD: R217 627.35	30/06/2008	-	-	87.05 % expenditure
	33. Water Loss Management Initiative – R1 000 000.00 YTD: R969 511.60	30/06/2008	-	-	96.95 % expenditure
	34. Lakeside Estate Extension 1 – Installation of Flowing water – R412 500.00 YTD: R388 840.20	30/06/2008	-	-	94.26 % expenditure
	35. Replacement of Reservoir – Walkerville – R300 000.00 YTD: R127 701.75	30/06/2008	-	-	42.56 % expenditure
	36. Vaal Marina Bulk Water – R3 000 000.00 YTD: R2 999 999.98	30/06/2008	-	-	99.99 % expenditure

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
	37. Upgrade oil circuit breakers switch – R600 000.00 YTD: R600 000.00	30/06/2008	-	-	100 % expenditure
	38. New Secure Cable Store – R1 400 000.00 YTD: R1 234 569.31	30/06/2008	-	-	88.18 % expenditure
	39. Risiville Bulk Substation – R2 130 000.00 YTD: R2 130 000.00	30/06/2008	-	-	100 % expenditure
	40. Riversdale Switching Substation & Reticulation – R2 800 000.00 YTD: R2 799 999.18	30/06/2008	-	-	99.99 % expenditure
	41. M1 Electricity – R500 000.00 YTD: R499 999.22	30/06/2008	-	-	99.99 % expenditure
	42. Bulk Electricity Supply – Golf Park – R970 000.00 YTD: R892 123.49	30/06/2008	-	-	91.97 % expenditure
	43. Risiville Bundle Conductor – R1 200 000.00 YTD: R1 199 999.76	30/06/2008	-	-	99.99 % expenditure
	44. Connections (New Extensions) – R660 000.00 YTD: R629 036.50	30/06/2008	-	-	95.30 % expenditure

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APR '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
	45. Bundle Conductor Risiville – R1 200 000.00 YTD: R1 199 903.12	30/06/2008	-	-	99.99 % expenditure
	46. Safety Equipment (Electrical) – R150 000.00 YTD: R145 293.55	30/06/2008	-	-	96.86 % expenditure
	47. Upgrade facilities (Department of Labour) – R150 000.00 YTD: R125 025.79	30/06/2008	-	-	83.35 % expenditure
	48. Sicelo/Lakeside High Mast Lights – R1 200 000.00 YTD: R1 180 115.09	30/06/2008	-	-	98.34 % expenditure
	49. Sicelo/Lakeside High Mast Lights – R927 000.00 YTD: R910 424.14	30/06/2008	-	-	98.21 % expenditure
	50. Laptop – R10 000.00 YTD: R10184.30	30/06/2008	-	-	101.84 % expenditure
<p>Total Capital Budget: R68 489 215.00</p> <p>Total Expenditure: R65 444 698.19</p> <p>Balance: R3 044 516.81</p> <p>% Expenditure 95 %</p>					

**SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN
FUNCTIONAL AREAS
2007/2008**

SOCIAL SERVICES

KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON 30 APRIL '08	PERFORMANCE STATUS ON 31 MAY '08	PERFORMANCE STATUS ON 30 JUNE '08
1. Maintenance of assets MFMA – Section 63	1. Confirm receipt of accurate and up-to-date asset register from Finance Services - Confirmation of receipt	30/06/07	-	-	Annual stock count in progress in conjunction with the Department: Finance Services and appointed external service provider
	2. Display inventory lists in all offices – Inspection by HOD	Ongoing	-	-	As per (1) above, inventory list are in the process to be updated and signed, whereafter it will be displayed
	3. Provide update reports to all sections – Confirmation of receipt	Monthly	-	-	Corrected inventory lists were distributed and receipt acknowledged with the applicable signature to ensure correctness
	4. Identify redundant items – Signed by HOD, MM & MMC	31/10/07 30/04/08	-	-	Done and submitted to Finance Department as per resolution MC1799/05/2008 dated 20 May 2008
	5. Reporting of stolen/lost items in terms of operational procedures – Completed claim form	Monthly	-	-	No stolen/lost items were reported
	6. Maintenance plan for infrastructure asset with a value of R100 000 prepared and submitted to Council – Council Resolution	Monthly	-	-	Maintenance and upgrading of various buildings in process according to allocated budget and approval by Mayoral Committee Resolution dated 12 May 2008

2. Environmental Health Development IDP Ref: SOC26	1. Execution of monthly inspection programme (Plan of actions for restaurants who do not comply – “No Smoking” top priority) 2. Drafting of by-laws for Midvaal in terms of “No Smoking” legislation: Report to be compiled and submitted	Monthly 30/11/07	All public venues in Midvaal region were visited. Council approved per item C279/11/2007 15 Nov 2007 - Public participation process	Complete report available for inspection. Sedibeng to accept, adopt and promulgate – Health Services a district competency	Inspections were conducted in terms of noise control, vector control, weeds overgrown and keeping of animals. The following inspections were also conducted: Milling Establishments: 2 Formal Food Handler: 106 Informal Food Handlers: 234 Milking Parlours: 47 Milk Samples: 44 Spaza Shops and General Dealers: 14 Milk Retail: 19 Transportation: 29 Certificates of Acceptability: 33 A total of 18 milk samples complied and 26 did not comply. Municipal Health Services By-laws approved by Council per item C306/03/2008 dated 13 March 2008. Sedibeng engaged to assist with promulgation.
3. Social Development IDP Ref: SOC93	1. All applications received from Finance to be processed within 6 weeks	Quarterly	-	-	Period April – June 2008: Applications received: 108 Screened and approved: 86 Screened and awaiting decision of screening committee: 15 Awaiting screening: 12 Awaiting outstanding documents: 14 Number of applications with Social Developments: 26

	<p>2. Meetings to take place according to programme (Stipulate programmes & venues)</p> <p>3. Involve ward councillors in terms of untraceable applicants – Put procedure in place</p>	Monthly	No meeting was held	Meeting held on 17 May 2008	Meeting held on 17 June 2008
		30/09/07	-	-	Awareness campaigns in collaboration with councillors will be organized to create a deeper understanding of the policy
4. Comprehensive Health Care IDP Ref: SOC108 IDP Ref: SOC107	<p>1. Rendering services according to approved programme, namely</p> <ul style="list-style-type: none"> • Oral; • Maternity; • Child Health; • VCT. <p>2. Submit quarterly report on activities</p>	Monthly	Done	Done	Done
		Quarterly	Done	Done	Done
5. Sport, Recreation, Arts & Cultural IDP Ref: SOC94 IDP Ref: SOC101	<p>5.1 Obtaining funding for the following new projects:</p> <p>Lakeside Sport Facility (Identification of land)</p>	30/06/08	-	-	The funding application submitted to MIG was not approved
	<p>5.2 Bantu Bonke – Phase II (Ablution Facility) & (Soccer Field) – R1 000 000.00 (MIG) YTD: R1 240 435.00</p>	Quarterly	This project was completed as a registered MIG project, namely MIG/GT 0336/CF (SP) 07/08. A new ablution block and soccer field were erected The new soccer field was completed and fitted with irrigation system and planting of the lawn is also completed		
	<p>5.3 Revitalize Meyerton Sports Club – Phase 2 – Cricket Pitch & Central Ablution Facility – R2 787 000.00 YTD: R1 443 219.96</p>	30/06/08	This project was also completed as a registered MIG project, namely MIG/GT335/CF(SP)/05/06 New cricket pitch was erected with a palisade wall around 1 pair of new soccer poles were made		